

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

Minutes of the Board of Trustees
Administrative Committee Meeting
April 4, 2002

TRUSTEES PRESENT: Ms. Kathryn S. Matayoshi, Chairperson
Mr. Jim Williams
Mr. Jimmy Yasuda (Arrived 9:20 a.m.; Left 12:15 p.m.)

TRUSTEES ABSENT: Ms. Audrey Hidano

HEUHBTF STAFF: Mr. Tracy Ban
Ms. Lynette Fukunaga
Ms. Shirley Kawamoto
Ms. Wanda Kimura
Mr. Gary Sanehira
Ms. Karen Tom

ATTORNEY: Mr. Brian Aburano, Deputy Attorney General (Left 12:45 p.m.)

GUESTS: Mr. George Butterfield – HSTA-Retired
Ms. Becky Dixon Bates – HDS
Ms. Monica Engle – VSP
Mr. Charles Khim
Ms. Joan Lewis – Trustee
Mr. Neal Miyahira – Trustee
Mr. Gordon Murakami – Royal State

I. CALL TO ORDER

The meeting of the Administrative Committee was called to order at 9:10 a.m. by Chairperson Kathryn Matayoshi in Conference Room 303, No. 1 Capitol District Building, 250 South Hotel Street, Honolulu, Hawaii, on Thursday, April 4, 2002.

Ms. Hidano is out-of-state.

II. APPROVAL OF MINUTES

A. MOTION to approve the minutes of March 14, 2002 as corrected.
(Williams/Matayoshi).

Discussion:

1. Page 2, line 31, III.A.4 – Search Firm, Discussion: Procurement of a search firm would be pursued by staff. ~~[contingent upon the success of the newspaper and internet ads.]~~
2. Page 3, line 2, III.C – TPA vs. In-house administration, Motion ~~[that]~~ to secure authorization from the board [authorize] for the Administrative Committee to initiate the process to procure a consultant....

Vote: Unanimously passed.

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- B. MOTION to approve the minutes of March 20, 2002 as corrected.
(Williams/Matayoshi)
Discussion: Page 2, line 17, III.D – Proposed Legislation Affecting the EUTF:
This item has been completed. There are no recommendations to the Board.
Vote: Unanimously passed.

III. OLD BUSINESS

- A. Hiring of Administrator/Executive Director
Staff reported that the first advertisements will appear in The Advertiser and The Star-Bulletin in Sunday's newspapers (April 7, 2002). Due to confidentiality issues, executive session will be placed on the agenda for the next committee meeting.
- B. Retention of advisors (benefit consultants, investment firms/managers, etc.)
The RFP was revised with input from members of the Benefits Committee to reflect the Trust Fund's requirements for benefit plan consulting services (see attachment).

The committee will conduct a final review of the RFP before presenting it to the full board on April 16, 2002. In addition to the committee members, staff was requested to send a copy of the draft to all board members for their review.

IV. HEUHBTF Website

The committee viewed the test website for the HEUHBTF. The full board will be shown the test website on April 9, 2002. Request was made to replace the Department of Budget and Finance banner with Hawaii Employer-Union Health Benefits Trust Fund (Trust Fund).

V. NEXT MEETING

Thursday, April 11, 2002, 9 a.m. to 12 p.m. The agenda will include report back by staff: HFIMS RFP scope of work and timeline; response to Mr. Melvin Higa's letter dated February 25, 2002; and an executive session to discuss evaluation criteria and interview questions for the administrator.

VI. ADJOURNMENT

Motion to adjourn. (Williams/Matayoshi)
Discussion: None.
Vote: Unanimously passed.

Meeting adjourned at 12:50 p.m.

Respectfully submitted,

Kathryn Matayoshi, Chairperson

APPROVED on April 11, 2002.

DOCUMENTS DISTRIBUTED:

1. Minutes for March 14, 2002 Administrative Committee Meeting. (9 pages)
2. Minutes for March 20, 2002 Administrative Committee Meeting. (9 pages)
3. Request for Proposals, Informational Document for Proposals to Furnish ~~Employee~~
Beneficiary Benefit Plan Consulting Services (Draft April 2, 2002). (78 pages)
4. Draft Scope of Work for RFP regarding HFIMS. (2 pages)
5. Draft Timeline for Consultant to Evaluate and Assess HFIMS. (1 page)